Undergraduate Intent to Graduate (ITG)

This form is required for your degree to be granted.

When do I submit this form?

- Submit this form up to one year (12 months) prior to the completion of your final graduation requirement.
- If you are interested in participating in the commencement ceremony, please submit the form by March 1.
- If you wish to receive all communications regarding the commencement ceremony, submit the form by December 1.

For more information, visit augsburg.edu/registrar/graduation.

STEP 1: Download and save this form. Then complete it electronically.

Registrar's Office Decision

☐ Approved
☐ Incomplete

Notes:

Student Information

Name: _____ _____ _____
Last *First* *Middle*

ID: _____ **Permanent** email (non-Augsburg): _____

Hometown (as it should appear in commencement program): _____ _____
City *State*

Name exactly as it should appear on diploma: _____

Degree Completion Term and Commencement Year

Graduation Term: *The semester you will have completed **all** degree requirements.*

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____ (ex: 2022)

Commencement Year: *The ceremony held annually after spring semester.*

Students may participate in commencement with up to 12 credits (or 3 requirements) remaining at the time of the ceremony. Any remaining requirements must be completed by the end of the calendar year. Students who will not meet both of these ceremony requirements should participate in the ceremony the following year.

Year: _____ (ex: 2022)

List ALL Majors and Minors with Which You Plan to Graduate

Degree (one per major):	Major:	Concentration/Track (if applicable):
☐ BA ☐ BS ☐ BM	1. _____	_____
☐ BA ☐ BS ☐ BM	2. _____	_____
☐ BA ☐ BS ☐ BM	3. _____	_____

Minor(s): _____

Complete Preliminary Work

Review your degree audit carefully. See augsburg.edu/registrar/graduation/degree-audit/. If you have a major or minor whose requirements are not listed on your degree audit (e.g. ACTC, Interdisciplinary Studies), print the approved document that lists the details for this major or minor and submit it with this form. Prepare for the meeting with your advisor/mentor, by recording concerns, requests, and a plan for completing your remaining graduation requirements on Page 2 of this form. If you intend to request a substitution or waiver for a major or minor, contact the appropriate faculty mentor and direct them to send an email to graduation@augsburg.edu if they approve. If you intend to request a substitution for a general education requirement or academic policy, submit an Academic/Financial Petition found at augsburg.edu/registrar/forms/. Schedule an appointment with a faculty mentor or academic advisor to review and approve this form/packet.

Meet with Advisor or Mentor

Meet with the advisor or mentor to review your degree audit and to discuss your plan for completing your remaining graduation requirements (recorded on Page 2). Update the plan as needed. Sign the form and obtain the signature of your advisor/mentor.

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Document Your Completion Plan

Look for everything red on your degree audit. For each red, document your plan for satisfying it by listing your planned course(s). Please do NOT list courses that you are already registered for at Augsburg (noted on audit with grade of IP). Group by semester. Populate all columns.

Smstr	Year	Source	Course Code or Exam Topic	Requirement on Degree Audit	Sub-req # on Degree Audit	Crdt

Sub-Requirement Number: For help, go to https://web.augsburg.edu/registrar/grad/RequirementsAndSubRequirements.

Exception Requests: Faculty mentors, please communicate all substitution and waiver requests in an email to graduation@augsburg.edu prior to signing Page 3. For each request, include course codes, name of major/minor, and the degree audit sub-requirement number.

If any of the below apply, please provide details:

Pending Petition Request: _____

Back-up Plan if Petition is Denied: _____

B.S. Waiver Details (only available for applicable B.S. majors): _____

Comments (**NOT** exception requests): _____

Please be aware that you are responsible for verifying the Augsburg equivalency of any transfer coursework, study abroad/away coursework, or exam. See the "Related Links" section at augsburg.edu/registrar/transfercredit/. For study abroad/away coursework, work through the equivalency determination process established by the CGEE Office. If neither of these resources provide confirmation or the needed information, please send an email to transfereval@augsburg.edu.

Signatures

Student:

This form is accurate. I will contact the Registrar's Office at graduation@augsburg.edu if any of the information on Page 1 of this form changes. If my mailing address changes before I receive my diploma and final transcript, I will update it on the portal or submit an Address Change Form. The completion plan on Page 2 accounts for all remaining graduation requirements for the majors and minors that I listed on Page 1. The plan is realistic. I take responsibility for verifying or seeking pre-approval for any transfer equivalencies prior to registering for a course/exam.

Student Signature _____ Date: _____

Academic Advisor or Faculty Mentor:

The completion plan accounts for all remaining graduation requirements for the degree, majors and, minors that the student listed on Page 1. The plan is realistic.

Faculty mentors only: I will send an email to graduation@augsburg.edu if I have approved a transfer or abroad/away course as satisfying the requirement for a student.

Printed Name of Advisor/Mentor _____ DEPT: _____

Signature of Advisor/Mentor _____ Date: _____

In lieu of signing the line above, the student and/or the advisor/mentor may state the above in an email coming from their Augsburg email account. This form/packet must be attached to the email and the student must provide the first "signature." Emails from the advisor/mentor must be sent directly to graduation@augsburg.edu with this form/packet, along with the student's "signature."

Submit Form to the Registrar's Office

Submit this form or packet (if a major or minor is not included on the degree audit) in person to the Enrollment Center in 101 Sverdrup Hall. Otherwise, you may attach this form/packet to an email and send it to graduation@augsburg.edu.

For questions, contact graduation@augsburg.edu or (612) 330-1036.

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